

MINNESOTA DISTRICT COURT 6th JUDICIAL DISTRICT		
JUDICIAL LAW CLERK Appointing Authority: The Honorable Robert E. Macaulay		
OFFICE & LOCATION	CLASS	WORK SCHEDULE
Carlton County Courthouse Carlton, Minnesota	Judicial Law Clerk	Full-time Mon.-Fri. – 8:00-4:30

The Honorable Robert E. Macaulay, who is chambered at the Carlton County Courthouse, Carlton, Minnesota, is seeking a qualified person to fill a full-time judicial law clerk position.

**DESCRIPTION:** Judicial clerks work directly with the District Court Judge performing legal research and drafting memoranda. In addition to legal research and writing, clerks have the opportunity to observe court proceedings and learn first hand how the court system operates.

The successful candidate will be articulate, self-motivated, and an excellent writer. Solid academic and analytical skills are required. Applicants must have the ability to effectively communicate, verbally and in writing. Computer literacy is important, familiarity with Microsoft Word/Windows operating system preferred.

**MINIMUM QUALIFICATION:** Graduate of an accredited law school. Successful candidate will be required to pass a criminal background check prior to appointment.

**SALARY:** \$19.79 per hour. Includes full State of Minnesota benefits package. For benefit information visit [www.doer.state.mn.us](http://www.doer.state.mn.us)

**APPLICATION DEADLINE:** Monday, October 8, 2007

**TO APPLY:** Submit a cover letter, application, resume, brief writing sample and transcript of grades to the address listed below. To obtain an application form download from [www.courts.state.mn.us](http://www.courts.state.mn.us).

Sixth District Administration  
Attn: Law Clerk-Judge Macaulay  
11 East Superior Street, Suite 380  
Duluth, MN 55802  
EOE  
Position No. 00293580